

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

FROM : Acting Chief, Orientation & Briefing Division

SUBJECT: Report for Week 24-30 July 1952

DATE: 31 July 1952

1. At the request of the Director of Training, a special briefing was given to [ ] on Friday, 24 July. One item of interest: [ ] plans to write a report making certain recommendations relative to overseas installations. One recommendation that he plans to make is that a program such as we give at our Indoctrination Course and in our VIP briefings be given to those overseas personnel who never get the benefit of such training. As he put it: "If we can't bring them to this program, then perhaps we can bring the program to them."

2. [ ] discussed with this Division the possibility of staging a special orientation course in early September for a group of five or six high-level people [ ] who will be CIA consultants. After discussing the matter with the Director of Training, [ ] suggested that, for the first phase of the orientation, the consultants attend the Agency Intelligence Indoctrination Course and that, for the next three half-days, the program follow an informal format consisting of presentations by key people in the Agency, seminars, and possibly recorded play-backs of some of the best presentations given at previous Agency Orientation Courses.

3. At the request of [ ] of the DCI's Office, an extensive special briefing was given on Tuesday, 29 July, to [ ] the DCI's new Cable Secretary.

4. The new Biweekly Presentations Program will be launched next Wednesday, and the proceedings will be recorded. From all indications, the idea of such a program has met with an enthusiastic response in the Operating Offices. There will be no problem in filling the quotas.

5. [ ] of Personnel Relations Division [ ] sought out our views on a new personnel orientation program which they want to launch. The program would consist in briefing all new EOD's on personnel matters of general interest, viz., pay and promotion policy, Credit Union, hospitalization insurance, etc. The briefing would be given in an informal fashion on the actual EOD date. [ ] wanted to assure us that there would be no

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duplication of our efforts in the Weekly Indoctrination Course. He was told that his plan met with the approval of this Division, that there was obviously no conflict in subject matter, and that, as long as there was no question of trying to give this two-hour briefing on the same day as we give our Indoctrination, there would be no conflict of time.

6. The remarks of General Smith at the last Orientation Course have been transcribed and copies are being sent to the Director of Training and the Deputy Director of Training (General).

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7. [ ] came in this week to hear a recording of the talk he gave at the last Orientation Course.

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Acting Chief  
Orientation and Briefing Division

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